

PROCEDURES FOR TRANSMITTING RECORDS TO THE AGENCY ARCHIVES

1. In order to assure documentation for future reference and research, it is essential for the Agency Archives to maintain the "Official Record Copy" of all Agency publications and office directives. In order for the Agency Archives to maintain a complete record set of all publications, directives, etc., the following steps should be observed:
 - a. When copies of publications are being distributed direct from PSD, the Agency Archives should be included on the PSD distribution list.
 - b. When copies of publications are being sent from PSD to the originating office for distribution, it will be necessary for the office to put one copy of each publication in an envelope to be mailed to the Agency Archives.
2. Because of limited filing facilities in the Headquarters area, it will become necessary from time to time for Headquarters offices to transfer accumulated archival type material from the offices to the Agency Archives. Whenever this becomes necessary, the transfer of records from the Headquarters offices to the Agency Archives can be accomplished by the following:

- a. Complete Form _____, Archives Transmittal Request.
 - b. Complete Form _____, Inventory of Records, for transmitting with the records to the Agency Archives.
3. All records identified in the Agency Records Center as Permanent will be transferred by the Agency Records Center to the Agency Archives 10 years after receipt in the Agency Records Center. In that instance the existing job number and the Forms 140 and 140a (shelf list) will continue to be used.